



Franklin County  
Dept. of Economic Dev. & Planning  
150 South Front Street, FSL Suite 10  
Columbus, Ohio 43215

## JOB ANNOUNCEMENT

**POSITION TITLE:** Planning Project Coordinator  
(Bargaining Unit)

**PCN:** 051111

**REPORTS TO:** Planning Administrator

**P. R.:** A10

**PRIMARY RESPONSIBILITIES:** Coordinate and review zoning applications, building permits, and planning projects for compliance with applicable local, state and federal rules and regulations. Answer questions and advise developers, contractors, land owners and the general public of the planning and community processes, zoning ordinance and related laws and requirements. Perform analysis of and review recommendations of other staff members regarding zoning and building codes and development standards. Maintain department files and records.

**MINIMUM QUALIFICATIONS:** High school diploma or GED supplemented by vocational or technical training in engineering, community planning, building trades or related field with three (3) years of experience in permitting, interpreting zoning and building ordinances or related field; or any equivalent combination of training and experience.

**PREFERRED QUALIFICATIONS:** Prefer Bachelor's Degree (or 2 years experience) in city planning, community planning, regional planning, natural resources or other related field. Knowledgeable in GIS systems, Ohio planning, and zoning case law, and familiar with PC word processing and spreadsheet applications is preferred. Possess excellent oral and written communication skills.

**STARTING SALARY:** \$17.37/hour plus a comprehensive benefits package.  
120 Day Probationary Period.

**DATE POSTED:** Thursday, September 1, 2016

**DEADLINE TO APPLY:** Thursday, September 15, 2016

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

**-EOE-**